

**COMMITTEE ON PERSONNEL  
MONDAY, MARCH 22, 2021 AT 6:41 p.m.  
CITY COUNCIL CHAMBERS**

Voting Members present: Chair Joanne Campbell, Alderman Michael Concannon, and Alderman Robert Ferullo

Non-voting members present: President Edward Tedesco, Alderman Jeffrey Dillon, Alderman Darlene Mercer-Bruen, and Alderman Richard Gately. Absent: Alderman Joseph Demers

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**Reading of previous meeting minutes and approval:** Motion made by Alderman Concannon and seconded by Alderman Ferullo to approve the minutes of the meeting of February 22, 2021; all in favor, 3-0.

**Order for Committee on Personnel to begin process for selection of a City Clerk:**

Chairman Campbell said the committee received a description of the City Clerk's position from Elaine Pruyne, Director of Human Resources. Chairman Campbell said the next step is to post the job advertisement. She said she thinks 10 days will be sufficient, with a closing date of April 6. She said there will be a committee meeting on April 12. She said these dates are approximate. She said the committee will review the resumes and then there will be a special meeting for interviews. She said hopefully the council will be able to appoint a new clerk at its meeting on April 20. She said if everything works out that will be the date the new clerk is hired. She said Director Pruyne will post the job on the Mass. Municipal Association's website and the city's website, and an advertisement will be published in the Daily Times Chronicle. President Tedesco said there is a meeting on April 1 to elect a new Ward 7 Alderman and appoint a temporary City Clerk. He asked if the committee wants to meet on April 5 to whittle the field of candidates for a vote on April 6. Chairman Campbell said she does not think the job will have been posted for 10 days by April 5. Alderman Ferullo asked if the process will be the same as it was with the appointment of the Ward 4 alderman. Chairman Campbell said the goal of this meeting is to approve the job description and direct Human Resources to advertise the position. Motion made by Alderman Ferullo and seconded by Alderman Concannon to approve the job description as submitted and to direct the Human Resources Dept. to advertise the job opening; approved, 3-0.

**Motion made by Alderman Concannon and seconded by Alderman Ferullo to adjourn;** all in favor, 3-0. Chairman Campbell adjourned the meeting at 6:50 p.m.

Attest: \_\_\_\_\_  
Gordon Vincent  
Clerk of Committees